

**SHREWSBURY'S ELECTRIC LIGHT PLANT
&
SHREWSBURY'S COMMUNITY CABLEVISION**

COMMISSION MEETING

October 21, 2002 – 7:00 PM

MINUTES

PRESENT: C. JEFFERSON, Jr., Chairman
J. TOMAIOLO
A. TRIPPI
R. LUTZ
S. DAVIS

ABSENT: NONE

OTHERS

PRESENT: T. JOSIE
M. QUITADAMO
F. PAIKA

1. Approve Bill Schedules

The bill schedules and abatements were reviewed and approved as written.

2. Minutes – Light Commission Meeting – September 16, 2002

A motion:

To approve the minutes of the September 16, 2002 Light Commission meeting was made by A. Trippi and seconded by S. Davis.

After further discussion, the minutes were accepted as presented.

3. September Cash Statements

A. Light

After reviewing the Light cash statements and following a brief discussion, the Light September 2002 Cash Statements were accepted as presented.

B. CATV

After reviewing the CATV cash statements, following a brief discussion, and a marketing strategy statement from R. Lutz – *“A man who whispers down a well about the goods he has to sell will never reap the gleaming dollars like a man who climbs a tree and hollers,”* the CATV September 2002 Cash Statements were accepted as presented.

4. Report – Conduct of Municipal Employees

T. Josie reported that the Massachusetts’ Inspector General (IG) has issued reports of questionable conduct by the Manager of the Reading Light Department, the operation of the Braintree Light Department and the operation of the Taunton Light Plant. The IG may investigate up to 24 municipal light plants. Shrewsbury could be included. To date, Shrewsbury has not been contacted. T. Josie indicated that if the IG contacts him, he would fully comply with all requests for information

The Commission reviewed and discussed present policies and practices associated with “Conduct of Municipal Employees” and concluded the following:

- Approval of Expenditures (Bill Schedules & Payroll) – Add a statement to the signature area of the schedules/payroll sheets “this as an oversight function that the Light Commission is performing. These (bill schedules and payroll) have been previously approved by the General Manager and staff.”
- Conduct of Public Employees MGL.268A – T. Josie will make some minor changes to the present policy and return to the Commission for approval.
- Additional Audits – An additional internal audit will be conducted.
- Credit Cards & Expenses – The process will be formalized for approval and ease of audit. Two new forms were accepted for business travel, expenses and credit card use by personnel.

5. Loss of Electric Load – Hewlett Packard Facility

Hewlett Packard is consolidating its operations, leaving Shrewsbury and moving to Marlboro in the near future. Part of the facility is leased to Intel.

If the facility is left vacant, the impact on SELP in 2003 will be \$96,872 with an additional loss of \$44,508 in 2004, for a total loss of \$141,380. If the loss has to be charged back to residential customers, it would amount to about a 1% rate increase.

6. Ornamental Street Lights

T. Josie requested that the Light Commission consider adding a third standard street light design and accept the proposed policy for the new colonial posts and fixtures at a total cost of \$2,554 per fixture to be paid for by the developer with an additional \$500 payment placed in escrow for replacement costs.

A motion,

Accept the new post and fixture at a rate of \$2,554 was made by J. Tomaiolo and seconded by C. Jefferson, Jr.

After additional discussion, J. Tomaiolo amended the motion to read,

“Accept the new post and fixture at a rate of \$2,554 to pay for the costs.”

After no further discussion, the motion was accepted unanimously.

7. Letter From SPAC

T. Josie reported that SPAC has responded to the Commission’s vote as to what will be included in the Refranchise Agreement concerning SPAC. Currently, SPAC receives over 10% from SCC and is requesting additional funds. Federal law says 5% is the maximum that a cable company is required to give to support public broadcasting.

He said that the Commission could attempt to negotiate a final agreement with SPAC before meeting with the Board of Selectmen to present the Refranchise Agreement or the Light Commission can offer the present agreement whereupon SPAC will have to meet with the Selectmen on its own during the “public hearing” to make their case. The Selectmen will then have to make a decision to either accept SPAC’s proposal and raise the CATV rates or not accept SPAC’s proposal.

After further discussion, the Light Commission directed the General Manager to write a response to SPAC stating that their letter was discussed at the Commission meeting and the consensus was that the Commission believes that its proposal is adequate and appropriate to meet the needs of public access however SPAC is invited to the next meeting to discuss the issues further.

8. **Operating Brief - Review**

The Commission briefly reviewed and discussed items in the Operating Brief.

The next Light Commission is scheduled for Monday, November 18, 2002.

A motion,

To adjourn the meeting was made by A. Trippi and seconded by C. Jefferson, Jr.

After no further discussion, the motion was carried unanimously.

Respectfully submitted,

Robert F. Lutz, Clerk
Shrewsbury's Light Commission